



OXNARD SCHOOL DISTRICT

HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014

PAID SICK LEAVE

Entitlement:

- An employee who on or after January 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.
- Accrued paid sick leave shall carry over to the following year of employment and will be capped at 48 hours. However, subject to specified conditions, if an employer has a paid sick leave policy that provides no less than 24 hours of sick leave, no accrual or carryover is required if the full amount of leave is received at the beginning of each year in accordance with the policy.
 - OSD ISP's and Campus Assistants will be granted three sick days upfront – no carryover will apply
 - All other part-time non contractual employees will earn sick leave at the rate of one hour for each 30 hours

Usage:

- An employee may use accrued sick leave beginning on the 90th day of employment.
- An employer shall provide sick leave days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- An employer may limit the use of paid sick leave days to 24 hours or three days in each year of employment.
- To utilize the sick leave benefit it is the employee's responsibility to call into the Sub Request Line (805) 385-1503. Do not request a sub, but inform the District of your absence. The time sheet is also the employee's responsibility and should reflect the date of the sick day and number of hours (not to exceed the normal hours of the assignment) for which you are claiming a paid sick day. The time sheet will be verified against the sub system so it is important that employees wishing to utilize the benefit call into the sub system at the phone number indicated above.

Retaliation or discrimination against an employee who requests paid sick leave or uses paid sick leave or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices at <http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.